

## CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-124

**POSITION:** Clerical Assistant I

**DEPARTMENT:** Police

**WORK SCHEDULE:** 8:00 am to 5:00 pm, Monday through Friday

**SALARY RANGE:** \$8.3123 to \$10.6089 per hour

**STATUS:** Regular Full-Time

**OPENING DATE:** November 11, 2010

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** November 23, 2010

### CLERICAL ASSISTANT I – POLICE

#### Definition and Distinguishing Characteristics

This is entry-level, skilled clerical work of limited responsibility. Work involves the performance of a wide variety of clerical tasks that either require some specific knowledge based on prior experience, or some specific vocational preparation and clerical skill.

Work is performed in accordance with established routines and procedures, but with the employee expected to exercise a limited amount of discretion and thoroughly learn the overall clerical operation of the department assigned. Employees make few decisions and those that are made are limited by established procedures. The most difficult tasks assigned to positions of this class normally can be learned by employees with the necessary basic skills within a six-month, on-the-job training period. Work involves no supervision of others. Work originates both from specific assignments from a superior and through the normal operations of the department assigned. Supervision is received from an immediate supervisor who reviews work by observation and by review of quality and quantity of output, and for accuracy of clerical records. Most positions in this class involve public contact in meeting and dealing with the general public either by telephone or in person.

#### Typical Examples of Work Performed

Operates a standard typewriter or computer equipment at a working rate of speed in producing typical police reports, correspondence and other typed material.

May take and transcribe oral dictation at a moderate skill level, using generally accepted techniques.

May act as office receptionist or secretary in answering the phone, taking information, giving information, contacting departmental employees via radio communication, and providing typing and other clerical support to the operation of a department.

Performs basic arithmetical calculations, such as making entries and recording totals of numerical data in simple accounts, taking percentages, etc.

Files departmental correspondence, reports and other documents, both alphabetically and numerically.

Operates office equipment used in office served where prior training is not required and the operation can be learned on the job with minimal instruction.

May be required to perform miscellaneous errands including delivering paperwork to the courts, government agencies and other locations.

May create spreadsheets and enter data as needed.

May drive City vehicles.

Performs related work as required.

#### Knowledges, Skills and Abilities

Some knowledge of business English, grammar, spelling and arithmetic.

Knowledge of proper English usage and letter writing principles.

Skill in the operation of a standard typewriter or computer equipment. Some positions may be required to exhibit full typing skill of 25 wpm without errors.

Ability to learn moderately complex clerical procedures.

Ability to understand and carry out instructions.

Ability to follow established procedures in an orderly and logical manner and stick to prescribed routines.

Ability to communicate effectively.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

#### Minimum Requirements of Education and Experience

Graduation from a standard senior high school or equivalent and successful demonstration of the prerequisite skills established for the position. One (1) years increasingly responsible clerical office experience.

#### Necessary Special Qualification

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

#### Necessary Special Requirements

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

**MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FORM WITH THE APPLICATION**

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES  
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**